



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	LABORATORY TECHNICIAN
3	Posting Number	PN#105413
4	Department	Health & Human Services Department
5	Division	Communicable Disease
6	Section	Serology/ Virology Laboratory
7	Reporting Location	1115 S. Braeswood
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.* (Some weekends and evenings/holidays needed) *Subject to change

DESCRIPTION OF DUTIES
Performs a variety of routine serological, bacteriological, hematological and/or chemical laboratory tasks in a laboratory or clinical environment. All work is performed according to clearly prescribed procedures and laboratory techniques under immediate supervision.

- CORE FUNCTIONS**
- Performs technical and clerical duties in support of the Serology/Virology section of the Laboratory, in accordance with established laboratory guidelines and procedures.
 - Logs-in and opens animal heads for rabies testing.
 - Maintains rabies animal quarters in a clean and orderly manner. Sterilizes biohazardous waste.
 - Maintains supplies and reagents used for rabies testing.
 - Enters patient demographic information into Laboratory Information System (LIS). Assists in completing data log, xeroxing and disbursing reports.
 - Performs routine preventative maintenance of laboratory equipment.
 - Performs other duties as assigned.

WORKING CONDITIONS
This position routinely requires lifting of moderately heavy items, such as racks of test tubes or bottles, laboratory supplies or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

MINIMUM EDUCATIONAL REQUIREMENTS
Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or GED.

MINIMUM EXPERIENCE REQUIREMENTS
Six months of technical laboratory experience are required. Directly related formal training may be substituted for the experience requirement on a month-for-month basis.

MINIMUM LICENSE REQUIREMENTS None

PREFERENCES
Some weekends and evenings/holidays are needed.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No
This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION **GENERAL FUND POSITION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
Salary Range – Pay Grade 6
\$800- \$962 \$ Biweekly \$20,800 - \$25,012 Annually

OPENING DATE July 6, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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